



## **City of Falls Church EDA Grant Guidelines**

### **Introduction**

The City of Falls Church Economic Development Authority (EDA) was created by Special Act of the General Assembly of the Commonwealth of Virginia in 1998 to promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises to locate or remain in the City of Falls Church. The EDA supports activities that specifically promote economic development.

### **Requirements**

These activities should meet any or all of the following requirements: provide the City additional exposure to the Greater Washington area, improve the City's business climate, create new jobs, and generally support the economic development goals of the City and the City Council's vision statement as it relates to making the city business climate and business community more inclusive of diverse populations.

### **Eligible Organizations**

The EDA will only approve grants for non-profit organizations or activities.

### **Grant Fund Availability**

The EDA does not put a limit on its grant fund awards. However, the EDA requires grant applicants to explicitly state how their proposed activities or project meet stated grant requirements in their application.

#### **Selection Criteria:**

1. The degree to which the project supports the EDA's requirements
2. Need is clearly defined as well as proposal outcomes and their impact on Economic Development in the city
3. Strategy is fully described and an action plan is included
4. Plan for measuring the anticipated outcomes
5. Cost efficient budget is attached and clearly supports the project

### **Method of Payment**

The EDA will reimburse the applicant for expenditures consistent with their approved grant award. The applicant must submit receipts and a list itemizing activity expenditures. Attach these with the Post-Grant Report. If money is required up-front, please state the reason clearly in the application and the request may be considered.

## **Application Process & Reporting Requirements**

### **Pre-Application Package**

The applicant must submit a Pre-Application Package consisting of the **Application for EDA Grant Funds** form and a report containing the following information:

- ▶ Summary/Narrative of the activity
- ▶ Objectives and ways of accomplishing the activity
- ▶ Detailed budget information, including all funding sources and possible matches in funding, e.g., labor contributed, etc,
- ▶ Expenditures (explain how your expenditures are geared towards the promotion of economic development in the City of Falls Church)
- ▶ Organization Information (background, staff capacity to undertake the activity, etc.)

The Pre-Application Package must be submitted one month prior to an EDA Board Meeting. The EDA usually meets the first Tuesday of the month. Please refer to the Public Meetings Calendar in the City website, [www.fallschurchva.gov](http://www.fallschurchva.gov) , or contact the Economic Development Office. The EDA Board will evaluate the merits of the application, and will consider the grant application at the following monthly meeting.

*For example: If you would like the EDA to review your application before the February 6<sup>th</sup> meeting, submit the required paperwork one month in advance: January 6.*

**The applicant must be present during the scheduled EDA meeting, in order to answer any questions the EDA Board may have.**

### **Post-Grant Report**

The applicant is also required to submit a *Post-Grant Report* after the activity is successfully completed in order to be reimbursed. The report must explain how the activity was able to meet the objectives stated in the Pre-Application Package. Make sure to attach the receipts from the expenditures made, and provide an explanation for each receipt. The EDA will not release funding unless the Post-Grant Report, receipts and itemized list are submitted in a timely manner.

<p>The City of Falls Church does not discriminate on the basis of disability in its employment practices or in the admission to, access to, or operations of its services, programs, or activities. Letha Flippin, 300 Park Avenue, Falls Church, Virginia 22046 has been designated to coordinate compliance with the ADA non-discrimination requirement.</p>
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## **CITY OF FALLS CHURCH APPLICATION FOR EDA GRANT FUNDS**

**Directions:** Fill in all of the required fields. If by pen, please write legibly. Submit the form to the Economic Development Office either by mail, fax or e-mail (scanned or PDF). Please refer to the EDA Grant Guidelines for further information on submission deadlines, etc.

City of Falls Church Economic Development Office  
300 Park Avenue, Suite 301E  
Falls Church, VA 22046  
Ph: 703-248-5491 (TTY 711)  
Fax: 703-248-5103  
E-mail: [econdev@fallschurchva.gov](mailto:econdev@fallschurchva.gov)

**Amount Requested:** \$ \_\_\_\_\_

**Organization Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Federal Tax ID#:** \_\_\_\_\_ **Date of Incorporation:** \_\_\_\_\_

**501 (c) (3) Certification (if applicable):** \_\_\_\_\_

**Date organization began operations in the City:** \_\_\_\_\_

**Please provide the following information on a separate sheet of paper:**

- ▶ Summary/Narrative of the activity
- ▶ Objectives and ways of accomplishing the activity
- ▶ Detailed budget information, including all funding sources and possible matches in funding, e.g., labor contributed, etc,
- ▶ Expenditures (explain how your expenditures are geared towards the promotion of economic development in the City of Falls Church)
- ▶ Organization Information (background, staff capacity to undertake the activity, etc.)

**Post-Grant Report:** The applicant is also required to submit a report after the activity. The report must explain how the activity was able to meet its objectives. Attach receipts and an itemized list explaining what each receipt is for.